

DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
Human Resources Assistant
Small Agency Resources Team

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: DAS Employees

Location: 165 Capitol Avenue, Hartford, CT

Job Posting No: 3835

Hours: Full Time/40 hours per week

Salary: CR19: \$54,171-\$70,310

Closing Date: June 16, 2015

Eligibility Requirement: Candidates must have applied for and passed the Human Resources Assistant examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. Agency employees currently holding the above title or those who have previously attained permanent status may apply. ***Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.***

Examples of Duties: The position will be responsible for generating and coordinating processing of human resources transactions and requests for position actions (e.g. establish, reclassification) through CORE CT; reviewing applications for minimum qualifications and participates in employment process to include being the primary contact for gathering recruitment applicant packages and reviewing each package to ensure they are on a certified examination list, all recruitment materials have been submitted, running SEBAC/Reemployment certified list, scheduling interviews, and conducting employment references; responsible for conducting new employee orientation and on-boarding employees (training on CORE timesheets, Everbridge and coordinating mandatory new employee training); responsible for gathering attendance reports and provide employee notification of eligibility for review and approval of FLMA requests for human resources professional and follow-up on missing required forms; review bi-weekly reports for FMLA and medical certificate requirements; responsible for reviewing employee's benefit dates for all new and transfer of employees; assisting with agency employee evaluation program to ensure evaluations are being completed on an annual basis as well as timeliness for working test period to include CORE reports; responsible for coordinating CORE security access and act as a liaison for CORE HR requests; responsible for providing Affirmative Action Unit quarterly and annual reports and other monthly HR reports; set up employee files, filing; may assist human resources professionals with special projects; performs related duties as required

Preferred Skills & Experience:

- Experience with working within CORE-CT;
- Proven organizational and computer skills (Word, Excel);
- Experience in a high paced environment with the ability to prioritize and meet deadlines;
- Experiences demonstrating ability to learn and apply new procedures, policies and information;
- Experience working independently and making sound decisions;
- Proven interpersonal skills.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable

Special Requirement:

Incumbents in this class must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six (6) months of appointment.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, a completed State CT-HR12 Application, and a resume (optional) to:

DEPARTMENT OF ADMINISTRATIVE SERVICES
S.M.A.R.T/HUMAN RESOURCES
165 CAPITOL AVENUE, 5TH Floor East
HARTFORD, CT 06106
ATTN: Susan Turko, Human Resources Specialist
OR
FAX to: 860-622-2835 (*Preferred Method*)
OR
EMAIL to: susan.turko@ct.gov

**JOB POSTING NO. 3835 MUST BE NOTED ON YOUR CT-HR-12 APPLICATION.
INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 06/16/15 WILL NOT BE CONSIDERED.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.